

## GENEVA GLEN TRANSPORTATION INFORMATION FOR OUT-OF-COLORADO CAMPERS

*Dear Camper Parents,*

We ask that parents of *ALL* campers traveling from out-of-state fill out our online travel form so that we can ensure that every child arrives safely at camp and that we have the correct travel and contact information for those that will be transporting them to camp.

\*\*\*If you have any questions about arranging or submitting your travel arrangements, please contact:\*\*\*  
**Johnny Domenico** at [johnny@genevaglen.org](mailto:johnny@genevaglen.org) or (303) 697-4621 x13.

**Our online form can be found at:**

<http://www.genevaglen.org/parent/travelform.php>

- ◆ The online form will send you an email confirmation that your information has been received.
- ◆ If your **travel information changes** at any time, please re-submit your information via the same online form process.
- ◆ *Please note: If you have made arrangements with friends or relatives or will be traveling along with your child and driving them up for Check-In, please indicate that they will be arriving by "Car."*

**If you will be arranging your child's transportation to camp:**

- ◆ We need to know the name and contact information of the person that will be bringing them up to camp for Check-In, please submit this information in the online form at the address noted above.
- ◆ **Check-In begins no earlier than 2:00pm**, so please make your travel plans accordingly.

**If camp will be picking up your child from the airport:**

- ◆ Make reservations for **Denver International Airport (DIA)** within these time frames:
  - ◆ Arriving on **SUNDAY** between **11:00am** and **3:00pm**
  - ◆ Departing on **SATURDAY** between **11:00am** and **3:00pm**
- ◆ Make the reservations as soon as possible and submit the information to our online form as soon as they are made. We need this information in order to schedule and staff our airport runs.
- ◆ Several days before the beginning and end of each session, the Airport Coordinator will call you directly in order to confirm your child's flight information and answer any questions you have about the process.
- ◆ Geneva Glen is unable to provide airport run service to camper parents or other family members. Most families traveling with their campers typically rent a car or receive a ride from a relative or friend.

# Airport Run Procedures

## On or Before the Day of Departure:

- ◆ Make sure your child's luggage is properly marked with their name, address and phone number. Bright luggage tags will be sent in the April mailing to help make their luggage more recognizable.
- ◆ Please re-confirm your child's flight details with the airline and notify camp of any changes.
- ◆ We recommend that you send your child with the following items:

- ⇒ **Cell Phone** - So that we can contact the camper in the event of schedule changes or unexpected situations. We will hold on to the phone while at camp for safe-keeping as cell phones are not allowed during the session.
- ⇒ **Travel Pouch** - To safely store all of the documents/items listed, which we will keep during the session and have ready for their return flight.
- ⇒ **Identification** - They may need some form of I.D. in order to travel, please familiarize yourself with your airline's I.D. and Unaccompanied Minor policies as they vary from airline to airline. We'll hold on to this as well.
- ⇒ **Money** - For their return flight, often there are unexpected baggage and/or unaccompanied minor fees. We will store it safely during the session.
- ⇒ **Return Ticket (if applicable)** - So that our staff may hold on to it safely for their return flight.
- ⇒ **Emergency Phone Number** - That we can call quickly if necessary.

## Camp Contact Numbers for Check-In/Check-Out Days:

**Johnny Domenico**  
(303) 697-4621 x13

**Johnny Domenico (cell)**  
(970) 412-2360

**On-Duty Staff**  
(303) 506-0969

**Reid McKnight**  
(303) 506-0967

**Ken Atkinson**  
(303) 570-5773

## Upon Arrival in Denver:

- ◆ We will try to have a staff member waiting at the arrival gate in a Geneva Glen Staff shirt. In the event of security policy changes or other unforeseen circumstances, our back-up plan is to meet the campers at their baggage claim carousel. Our staff will also attempt to contact the camper if we are unable to make it to the gate.
- ◆ We will have your child call to confirm that they have arrived safely and been picked up by a staff member.

*If possible, all GG airport staff will accompany campers from the gate to the camp, and back to the gate at the end of the session. For safety reasons, campers must stay with staff member at all times – except when airline personnel take responsibility. Campers will adhere to all van safety rules, as given by the Geneva Glen airport staff, when they depart from Denver International en route to camp (and on return to DIA).*

## Departure Information:

- ◆ We will arrive at the airport at least 2 hours before your child's departure time.
- ◆ Separate airport runs will be made for flights more than two hours apart.
- ◆ Parents will be notified if there are any significant delays or changes in the flight.

Thank you for your patience and understanding. We will strive to minimize any inconvenience and assure you that your camper will be well cared for during the travel time to and from camp.

We greatly value our out-of-state/out-of-country campers, because they add fun and variety while helping broaden friendships. It is our desire to make their stay in Colorado memorable and positive! Don't hesitate to contact camp if you ever have any questions!